



Seal of Good Local Governance – DOCUMENTARY CHECKLIST

Form 2.1 Financial Administration

City/Municipality of :
Province :

Income Class :
Region :

INSTRUCTIONS: PLEASE READ BEFORE PROCEEDING TO THE ITEMS. Assigned DILG Field Officer: (1) This is the list of documents which shall serve as basis in the provision of data for the RAT's table assessment. (2) Tick the box before each document to indicate availability. (3) For each available document other than the Certified Forms and photos, highlight the portion, word or phrase that supports the data being required.

Data	Available Documents
1. Audit opinion and recommendations acted upon	<input checked="" type="checkbox"/> LGU's CY 2022 Annual Audit Report by the Commission on Audit <input checked="" type="checkbox"/> LGU's CY 2023 Annual Audit Report by the Commission on Audit
2. Compliance with the Full Disclosure Policy for CY 2023 2 nd to 4 th quarters and CY 2024 1 st quarter, posting in 3 conspicuous places and FDP portal	<input type="checkbox"/> Form 2E: Photo Documentation
3. Utilization of Performance Challenge Fund (PCF)/SGLG-Incentive Fund (SGLG-IF), if applicable	<input type="checkbox"/> DILG RO letter approving LGU's request for extension <input type="checkbox"/> Proof of date of LGU's date of receipt of NTI from the DILG RO <input type="checkbox"/> Receipt/Deposit Slip of Reversion of Subsidy to National Treasury
4. Project completion of all FY 2022 Local Government Support Fund (LGSF) project, if applicable	<input type="checkbox"/> Copy of Notice of Authority to Debit Account Issued (NADAI) funded under FY 2022 LGSF <input type="checkbox"/> Receipt/Deposit Slip of Reversion of Subsidy to National Treasury, for unimplemented projects <input type="checkbox"/> Program of Works, if necessary
5. Approved CY 2024 annual budget	<input type="checkbox"/> Appropriations ordinance enacting and approving the LGU's CY 2024 annual budget

Other Supporting Documents (to be supplied only if the listed documents are NOT yet available)

Data	Available Documents



Prepared by:

Certifying completeness of documentary submission:

DILG Field Officer
(Name and Signature)

DILG Cluster Head/LGPMS-SGLG RFP
(Name and Signature)

Date signed: _____

Date signed: _____



Seal of Good Local Governance – DOCUMENTARY CHECKLIST

Form 2.2 Disaster Preparedness

City/Municipality of :
Province :

Income Class :
Region :

INSTRUCTIONS: PLEASE READ BEFORE PROCEEDING TO THE ITEMS. Assigned DILG Field Officer: (1) This is the list of documents which shall serve as basis in the provision of data for the RAT's table assessment. (2) Tick the box before each document to indicate availability. (3) For each available document other than the Certified Forms and photos, highlight the portion, word or phrase that supports the data being required.

Data	Available Documents
1. Functionality of LDRRMC	
1.a. Composition	<input type="checkbox"/> Executive Order, Ordinance, or similar issuance creating the LDRRMC <input type="checkbox"/> Certificates of Accreditation or Certification of Selection
1.b. Meetings	<input type="checkbox"/> LDRRMC Notice of Meetings, Agenda, and Minutes of the Meetings for CY 2023
2. Functionality of LDRRMO	
2a. Plantilla LDRRM Officer (Head of Office)	<input type="checkbox"/> Appointment of LDRRM Officer –Head of Office with CSC attestation <input type="checkbox"/> CSC Resolution granting the LGU authority to take final action on its appointment, in case the LGU is accredited <input type="checkbox"/> Letter for CSC Field Office transmitting copy, and requesting attestation of appointment, in case LGU is not accredited For cases with consideration: <input type="checkbox"/> Appointment documents of retired/resigned LDRRMO Head (attested/approved thru CSC Resolution on Authority to approve appointments) <input type="checkbox"/> Proof of separation from service <input type="checkbox"/> Proof of posting of vacancy <input type="checkbox"/> Executive Order or similar issuance for designation of LDRRMO Head
2b. Plantilla LDRRMO Staff	<input type="checkbox"/> Appointment of LDRRMO staff with CSC attestation <input type="checkbox"/> CSC Resolution granting the LGU authority to take final action on its appointment, in case the LGU is accredited <input type="checkbox"/> Letter for CSC Field Office transmitting copy, and requesting attestation of appointment, in case LGU is not accredited <input type="checkbox"/> Executive order/ similar issuance for designation of LDRRMO staff
2c. LDRRMO Workspace	<input type="checkbox"/> <i>Form 2E: Photo Documentation</i>



Data	Available Documents
<p>2d. Equipped and trained Search and Rescue (SAR) or Emergency Response (ER) teams</p>	<ul style="list-style-type: none"> <input type="checkbox"/> List of organized teams and personnel complement <input type="checkbox"/> Inventory of equipment <input type="checkbox"/> Accomplishment report (with photos) of training provided to SAR or ER teams from 2018 onwards <input type="checkbox"/> Accomplishment report (with photos) of training conducted by SAR or ER teams from 2018 onwards <input type="checkbox"/> Certificate of Participation to trainings from 2018 onwards <input type="checkbox"/> <i>Form 2E: Photo Documentation</i>
<p>3. Approved PDPFP or CLUP</p>	<p>For PDPFP:</p> <ul style="list-style-type: none"> <input type="checkbox"/> DHSUD/HLURB copy of resolution approving the PDPFP covering CY 2022/2023/2024 <input type="checkbox"/> RLUC Resolution/Certification recommending the PDPFP's approval/adoption of the Province <input type="checkbox"/> Documentation (e.g., post-activity report) on the communication of PDPFP to component LGUs and PDRRMC or of their participation in the formulation <p>For CLUP:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sangguniang Panlalawigan Resolution for the approval of the CLUP/ZO (<i>for component cities and municipalities</i>) <input type="checkbox"/> Copy of DHSUD/HLURB Resolution for the approval of the CLUP/ZO (<i>for HUCs and ICCs</i>) <input type="checkbox"/> Actual CLUP and Zoning Ordinance <input type="checkbox"/> Documentation of communication of CLUP to barangays and LDRRMC members or their participation in the process <p><i>If PDPFP/CLUP is still being drafted or under review:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of the draft PDPFP/CLUP <input type="checkbox"/> Certification from Regional NEDA or RLUC or DHSUD if PDPFP is under review <input type="checkbox"/> Certification from PLUC or Regional/Central DHSUD if CLUP is still under review
<p>4. LDRRM plan and budget</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Approved LDRRM Plan <input type="checkbox"/> Sanggunian resolution adopting LDRRM Plan <input type="checkbox"/> LDRRMC Resolution approving the LDRRM Plan <input type="checkbox"/> Approved 2023 and/or 2024 Annual Investment Program <input type="checkbox"/> <i>Form 2C (Budget Office)</i>
<p>5. Local Climate Change Action Plan</p>	<p>If LCCAP is separate plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved LCCAP



Data	Available Documents
	<input type="checkbox"/> Sanggunian resolution adopting LCCAP (if separate plan) <input type="checkbox"/> Proof of transmittal of LCCAP to CCC If LCCAP is integrated: <input type="checkbox"/> Approved CLUP/CDP <input type="checkbox"/> Sanggunian resolution adopting CLUP/CDP <input type="checkbox"/> Approved CY 2024/2023 AIP with CCET
6. Contingency Plan approved by the LDRRMC	<input type="checkbox"/> Approved Contingency Plan for top 1 high-risk hazard <input type="checkbox"/> Approved Contingency Plan for top 2 high-risk hazard <input type="checkbox"/> LDRRMC-approved Contingency Plan for COVID-EREID concerns (<i>as the case may be</i>)
7. Disbursement rate of the LDRRMF's 70% Disaster Preparedness and Mitigation component	<input type="checkbox"/> <i>Certified Form 2A (Accounting Office)</i> <input type="checkbox"/> <i>Certified Form 2F (LDRRMO)</i>
8. Early warning system	<input type="checkbox"/> Photo documentation of EWS (<i>Certified Form 2E – Photo Documentation</i>) <input type="checkbox"/> Sample publicly posted information on EWS <input type="checkbox"/> EWS Standard Operating Procedures (SOP) or documentation including a narration of the end-to-end use of EWS <input type="checkbox"/> Sample IEC materials on EWS on hazards, risks, and vulnerabilities
9. Pre-emptive and forced evacuation mechanism	<input type="checkbox"/> Executive Order or equivalent issuance on the pre-emptive and forced evacuation
10. Established Evacuation Management (EM) system and resources	
10.a. Evacuation Center	<input type="checkbox"/> List of evacuation centers <input type="checkbox"/> MOA/MOU (covering CY 2023 or 2024) with partner-schools or child development centers <input type="checkbox"/> Photo documentation of EC (<i>Certified Form 2E – Photo Documentation</i>) <input type="checkbox"/> Accomplished registration document for evacuees OR system of registration stated in the SOP or similar document <input type="checkbox"/> Copy of evacuation center information guide <input type="checkbox"/> MOA for homes/businesses/ other private properties that provide temporary shelter for some families <input type="checkbox"/> Evacuation Center Management Plan <input type="checkbox"/> Copy of EO or other issuance/document providing for the camp/EC management committee and team
10.b. Prepositioned goods and resources	<input type="checkbox"/> Inventory of stockpiled food packs and hygiene kits <input type="checkbox"/> List of LGU-hired medical professionals <input type="checkbox"/> List of LGU-hired professionals trained for



Data	Available Documents
	psycho-social support services and their training certificates <input type="checkbox"/> Memorandum of Agreement or equivalent documents (covering CY 2023 or 2024) indicating arrangements with: volunteer groups, supermarkets pharmacies, medical groups, psycho-social professionals, transport groups, and security system. <input type="checkbox"/> Standard Operating Procedures or the Security Plan of the PNP <input type="checkbox"/> Inventory of trucks/vehicles and other transport services (with photos) <input type="checkbox"/> <i>Certified Form 2E – Photo Documentation</i>
10.c. Evacuation information guide	<input type="checkbox"/> <i>Certified Form 2F Disaster Risk Reduction and Management Office</i> <input type="checkbox"/> Sample of actual Evacuation guides/maps <input type="checkbox"/> Reports on the simulation exercises or drills/tabletop exercises <input type="checkbox"/> Proof of conducted simulation exercises or drills within the last three (3) years. <input type="checkbox"/> Reports on the conduct of updating evacuation guide/plan integrating minimum health standard protocol <i>(if applicable)</i> <input type="checkbox"/> Updated evacuation guides/plan integrating minimum health standard protocol <i>(if applicable)</i>
11. LDRRM Operations Center	<input type="checkbox"/> EO or similar issuance on the establishment of LDRRM OpCen in case it is temporary or functions 24/7 <input type="checkbox"/> OpCen Employee logbook <input type="checkbox"/> SOP/OpCen manuals <input type="checkbox"/> <i>Certified Form 2E – Photo Documentation</i>
12. Incident Command System	<input type="checkbox"/> E.O or similar issuance establishing an incident command system <input type="checkbox"/> Copy of ICS Training Certificate issued by DND- OCD <input type="checkbox"/> LDRRMO appointment of staff with ICS training/copy of designation of said staff to LDRRM Office <input type="checkbox"/> LGU ID of staff with ICS training
13. CBDRRM Plans <i>[for cities and municipalities only]</i>	<input type="checkbox"/> <i>Certified Form 2F (LDRRMO)</i> <input type="checkbox"/> One (1) Sample CBDRRM Plan with corresponding BDC resolution <input type="checkbox"/> Approved 2024 Annual Investment Program
14. Participation in and compliance with the submission of required documents in 2024 Gawad Kalasag (GK) Seal for LDRRMCs/LDRRMOs	<input type="checkbox"/> Certificate of GK Participation, if available



Seal of Good Local Governance – DOCUMENTARY CHECKLIST

Form 2.3 Social Protection and Sensitivity

City/Municipality of :
Province :

Income Class :
Region :

INSTRUCTIONS: PLEASE READ BEFORE PROCEEDING TO THE ITEMS. Assigned DILG Field Officer: (1) This is the list of documents which shall serve as basis in the provision of data for the RAT's table assessment. (2) Tick the box before each document to indicate availability. (3) For each available document other than the Certified Forms and photos, highlight the portion, word or phrase that supports the data being required.

Data	Available Documents
1. CY 2023 Seal of Child-friendly Local Governance [for cities and municipalities only]	<input type="checkbox"/> Copy of Certificate from DSWD and DILG for 2023 Seal of Child-friendly Local Governance (SCFLG)
2. Mechanisms for GAD	<input type="checkbox"/> EO or similar issuance institutionalizing LGU GAD Focal Point System <input type="checkbox"/> Ordinance approving/amending/revising LGU's GAD Code <input type="checkbox"/> Resolution localizing Provincial GAD Code (for cities and municipalities) <input type="checkbox"/> Printed / electronic /online GAD database or information management system that can generate gender statistics, and sex-disaggregated data <input type="checkbox"/> CY 2023 and 2024 GAD Plan and Budget <input type="checkbox"/> CY 2023 GAD Accomplishment Report <input type="checkbox"/> Certification on GAD Plans Submission (Certified Form 2E DILG Field Office) <input type="checkbox"/> GAD Funds Disbursement Data (Certified Form 2A Accounting Office) <input type="checkbox"/> Report on CY 2023 GAD Plan's PPAs completion (Certified Form 2H Planning and Development Office)
3. Mechanisms for Anti-Trafficking and VAWC	<input type="checkbox"/> EO or similar issuance organizing LCAT-VAWC <input type="checkbox"/> Minutes of the LCAT-VAWC meetings in CY 2023 <input type="checkbox"/> Percentage of barangays with VAW Desks and Monitoring Report of the Submission of Barangay Quarterly VAWC Reports (Certified Form 2J Social Welfare and Development Office)
4. Local Code for Children [for provinces only]	<input type="checkbox"/> Ordinance approving/amending/revising LGU's Code for Children <input type="checkbox"/> Copy of other Code or ordinance where Local Code for Children is integrated
5. Accessibility for Persons with Disabilities and Older Persons	<input type="checkbox"/> Form 2G: Photo Documentation and Information (Engineering Office) <input type="checkbox"/> Form 2E: Photo Documentation of DILG Field Office <input type="checkbox"/> NHIP Certification for LG buildings declared as historical sites



Data	Available Documents
	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of building plan if LG building is under construction <input type="checkbox"/> Copy of plan (stand-alone) to be implemented in the next 2 years for the primary health facility <input type="checkbox"/> Copy of CDP/PDPFP, LIPH, LDIP, AIP, or annual budget with the proposed PAPs for the primary health facility
6. Functionality of Persons with Disability Office (PDAO)	<ul style="list-style-type: none"> <input type="checkbox"/> Ordinance/EO creating PDAO <input type="checkbox"/> Executive Order or similar issuance appointing PDAO Head/Focal Person <input type="checkbox"/> Copy of Appointment of PDAO Head <input type="checkbox"/> PRPWD-generated report on the PWDs issued with ID <input type="checkbox"/> PDAO CY 2023 accomplishment report <input type="checkbox"/> PDAO Citizen’s Charter indicating mechanism for the issuance of persons with disability ID
7. Sign language interpreter in every LGU <i>[for provinces and cities only]</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Appointment paper of sign language interpreter <input type="checkbox"/> Executive Order or similar issuance appointing sign language interpreter <input type="checkbox"/> Documents as proof of hiring sign language interpreter (e.g. contract of service, etc.) <input type="checkbox"/> Proof of engagement with external service provider (e.g. MOU etc.) <input type="checkbox"/> LDIP, AIP, or annual budget <input type="checkbox"/> Certificate of Training(s) attended relative to sign language
8. Established Senior Citizens Center <i>[for cities and municipalities only]</i>	<ul style="list-style-type: none"> <input type="checkbox"/> MOA between LGU and partner organization managing the facility <input type="checkbox"/> <i>Form 2E: Photo Documentation</i>
9. Indigenous Peoples Mandatory Representation in the Sanggunian, if applicable	<ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Affirmation received by IPMR <input type="checkbox"/> Copy of at least one payroll for CY 2024 <input type="checkbox"/> Minutes of the Meetings for CY 2024 <input type="checkbox"/> NCIP-RO Hold-over resolution, if the case may be
10. Absence of illegal dwelling units OR LGU efforts for resettlement of informal settlers <i>[for cities only]</i>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Certified Form 2H Planning and Development Office</i> (Certification of LPDC on the presence of informal settlers and efforts against informal settlements and Status or accomplishment report on housing projects for CY 2023 target) <input type="checkbox"/> Resolution adopting the City Shelter Plan <input type="checkbox"/> Copy of Ordinance, EO or similar issuance creating a Housing Office or task force/board <input type="checkbox"/> Copy of Ordinance prohibiting illegal settlements, relocation and/or reintegration of informal settlers



Data	Available Documents
11. Disbursement of funds for the marginalized sectors: a. Senior citizens and PWD b. LCPC [for cities and municipalities only]	<input type="checkbox"/> <i>Certified Form 2A (Accounting Office)</i> (Report on funds disbursed signed by the Local Accountant) <input type="checkbox"/> Approved LGU Annual Plan and Budget <input type="checkbox"/> Report on PAPs completion signed by the LPDC (<i>Certified Form 2H Planning and Development Office</i>)
12. DSWD or BARMM MSSD-accredited care facility for the vulnerable sectors [for provinces and cities only]	<input type="checkbox"/> Accreditation of the facility issued by DSWD- Standards Bureau or BARMM MSSD <input type="checkbox"/> <i>Form 2E – Photo Documentation</i> In case partner-facility is managed by DSWD Field Office: <input type="checkbox"/> Accreditation issued by DSWD- Standards Bureau or BARMM MSSD; and <input type="checkbox"/> Proof of transfer of residents In case partner-facility is private Social Welfare and Development Agency (SWDA): <input type="checkbox"/> Accreditation of the facility issued by DSWD- Standards Bureau or BARMM MSSD; and <input type="checkbox"/> Memorandum of Agreement between LGU and partner-organization managing the facility <input type="checkbox"/> Copy of valid Certificate of Accreditation if LGU is not listed in NGA data
13. Support to/Adoption of 4Ps	<input type="checkbox"/> LGU Monitoring Tool <input type="checkbox"/> Copy of ordinance, CDP, LDIP, AIP, or LPRAP, or 2023/2024 annual budget indicating allocation for 4Ps <input type="checkbox"/> Sustainability Plan or C/MAP, or Local Transition Plan
14. Efforts to strengthen the LSWDO	<input type="checkbox"/> Appointment of P/C/MSWDO with CSC-attestation (In case the LGU is accredited, the CSC Resolution granting the LGU authority to take final action on its appointment) <input type="checkbox"/> PRC license of LSWDO or staff in case of exemption <input type="checkbox"/> Any proof of granting Magna Carta benefits (e.g. Annual Budget, payroll) <input type="checkbox"/> CBMS database or other database/tracking system that can help identify individuals and households who will be beneficiaries of social protection interventions. <input type="checkbox"/> Proof of LGU efforts to implement CBMS (e.g. CBMS-related PAPs in Annual Budget, etc.) <input type="checkbox"/> Manual of Operations, Citizen's Charter, EO, or Ordinance indicating local guidelines on a case management system/s on programs adopted



Data	Available Documents
15. LGU Efforts on mainstreaming social protection	<input type="checkbox"/> Social Protection Development Report developed in CY 2019 onwards <input type="checkbox"/> Social Development Plan integrated in local plans certified by the local planning officer <input type="checkbox"/> Ordinance or similar issuance on any area of recommendation of the SPDR <input type="checkbox"/> Copy of endorsement letter duly received by the PSWDO
16. Institutionalized Public Employment Service Office	<input type="checkbox"/> Copy of Ordinance creating PESO <input type="checkbox"/> Appointment/Designation of PESO Manager
17.a. Functionality of a Local Development Council	<input type="checkbox"/> Executive Order or Resolution creating the LDC (with names of member-CSOs and official representatives) <input type="checkbox"/> LDC Minutes of the Meetings for CY 2023 <input type="checkbox"/> Executive Order creating LDC Executive Committee <input type="checkbox"/> Executive Order creating/organizing the Local Project Monitoring Committee For Socio-economic plans and policies: <input type="checkbox"/> Sanggunian resolution approving CDP <input type="checkbox"/> Sanggunian resolution approving LDIP <input type="checkbox"/> Sanggunian resolution approving AIP
16.b. Satisfactory participation of civil society organizations (CSOs) in LDC	<input type="checkbox"/> Executive Order or Resolution creating the LDC (with names of member-CSOs and official representatives) <input type="checkbox"/> List of organized and accredited CSOs <input type="checkbox"/> LDC Minutes of Meetings in CY 2023 <input type="checkbox"/> CSO Plan of Action, if any <input type="checkbox"/> Documentation of workshops on project prioritization conducted in CY 2023, if any <input type="checkbox"/> Post-activity report, if any <input type="checkbox"/> Project monitoring report, if any
17. Establishment of Population Office with appointed or designated Population Officer/Coordinator	<input type="checkbox"/> Certified Form 2E (Photo documentation) <input type="checkbox"/> Appointment/Designation of Population Officer/Coordinator
18. Setting-up of a Teen Center (community or school-based) <i>[for cities and municipalities only]</i>	<input type="checkbox"/> Copy of ordinance or similar issuance for the creation and establishment of a Teen Center <input type="checkbox"/> Certified Form 2E (Photo documentation)

Other Supporting Documents (to be supplied only if the listed documents are NOT yet available)

Data	Available Documents



Prepared by:

Certifying completeness of documentary submission:

DILG Field Officer
(Name and Signature)

DILG Cluster Head/LGPMS-SGLG RFP
(Name and Signature)

Date signed:

Date signed:



Seal of Good Local Governance – DOCUMENTARY CHECKLIST

Form 2.4 Health Compliance and Responsiveness

City/Municipality of :
Province :

Income Class :
Region :

INSTRUCTIONS: PLEASE READ BEFORE PROCEEDING TO THE ITEMS. Assigned DILG Field Officer: No documents shall be prepared, NGA data will be used for all indicators. Kindly fill out the second column only if local data differ from the NGA data (*clerical errors only*)

Data	Available Documents (in case local data differ from NGA data due to clerical errors only)
1. Complete Local Investment Plan for Health (LIPH)	
2. 62.5% of households using safely managed drinking-water services	
3. At least 53% of Households using safely managed sanitation services	
4. At least 10% increase from previous year's performance result for TB Case Notification Rate	
5. More than or equal to 90% TB Treatment Success Rate	
6. At least 60-110% OPT Plus coverage and stunting prevalence within the medium level of public health significance	
7. At least 95% fully-immunized child coverage	
8. At least 95% of pregnant women with at least 4 prenatal check-ups in CY 2022	
9. Functional Local Health Board	
10. At least 8% of adults 20 years old and above who were risk assessed using the PhilPEN protocol in CY 2022	
11. Presence of accredited Konsulta Providers (<i>for cities and municipalities only</i>)	
12. Institutionalized DRRM-H System with the presence of all four DRRM-H components	
13. Functional Epidemiology and Surveillance Unit (ESU) with all ESU components present	

Other Supporting Documents (to be supplied only if the listed documents are NOT yet available)	
Data	Available Documents



Prepared by:

Certifying completeness of documentary submission:

DILG Field Officer
(Name and Signature)

DILG Cluster Head/LGPMS-SGLG RFP
(Name and Signature)

Date signed:

Date signed:



Seal of Good Local Governance – DOCUMENTARY CHECKLIST

Form 2.5 Sustainable Education

City/Municipality of :
Province :

Income Class :
Region :

INSTRUCTIONS: PLEASE READ BEFORE PROCEEDING TO THE ITEMS. Assigned DILG Field Officer: (1) This is the list of documents which shall serve as basis in the provision of data for the RAT's table assessment. (2) Tick the box before each document to indicate availability. (3) For each available document other than the Certified Forms and photos, highlight the portion, word or phrase that supports the data being required.

Data	Available Documents
1. Functional local school board	
1a Composition	<input type="checkbox"/> EO or similar issuance creating the LSB
1b Meetings	<input type="checkbox"/> Minutes of the Meeting of LSB in CY 2023 <input type="checkbox"/> <i>Certified Form 2D</i> accomplished by Schools Division Superintendent or the District Supervisor (<i>DepEd</i>)
2. At least 60% disbursement rate on education, culture, and sports/manpower development expenditure from the Special Education Fund (SEF) for FY 2023	<input type="checkbox"/> <i>Certified Form 2D</i> accomplished by Schools Division Superintendent or the District Supervisor (<i>DepEd</i>)
3. Conduct of PAPs in CY 2023 that promote inclusive education	<input type="checkbox"/> Accomplishment Report from the LGU <input type="checkbox"/> DepEd reports on program implementation review and other data from concerned DepEd Central, Regional and Division Offices
4. Early Childhood Care and Development	<input type="checkbox"/> Form 2J – LSWDO
5. Technical-Vocational Education and Training (TVET)	<input type="checkbox"/> Certification from TESDA that the LGU has conducted community-based technical education and skills development training <input type="checkbox"/> CDP, LDIP, AIP, or Annual Budget <input type="checkbox"/> Post-activity reports

Other Supporting Documents (to be supplied only if the listed documents are NOT yet available)	
Data	Available Documents



Prepared by:

Certifying completeness of documentary submission:

DILG Field Officer
(Name and Signature)

DILG Cluster Head/LGPMS-SGLG RFP
(Name and Signature)

Date signed:

Date signed:



Seal of Good Local Governance – DOCUMENTARY CHECKLIST

Form 2.6 Business-friendliness and Competitiveness

City/Municipality of :
Province :

Income Class :
Region :

INSTRUCTIONS: PLEASE READ BEFORE PROCEEDING TO THE ITEMS. Assigned DILG Field Officer: (1) This is the list of documents which shall serve as basis in the provision of data for the RAT's table assessment. (2) Tick the box before each document to indicate availability. (3) For each available document other than the Certified Forms and photos, highlight the portion, word or phrase that supports the data being required.

Data	Available Documents
1a. Finalist of the PCCI's Most Business-Friendly LGUs Award	<input type="checkbox"/> Copy of Recognition received from PCCI
1b. Ranked among the Top 20 Provinces/ Cities/ Municipalities in the CY 2023 Competitiveness Index	<input type="checkbox"/> Copy of Recognition received from DTI-CB
2. Presence of local economic development and investment promotion office	<input type="checkbox"/> Ordinance creating LEDIP Office/Unit <input type="checkbox"/> Executive order or similar issuance designating a LEDIPO with listed functions, duties and responsibilities
3. Presence of citizen's charter for securing permits for new business and business renewal <i>[for cities and municipalities only]</i>	<input type="checkbox"/> <i>Form 2E: Photo Documentation</i> <input type="checkbox"/> Updated Citizen's Charter <input type="checkbox"/> Ordinance or similar issuance adopting citizen's charter
4. Streamlined process in doing business <i>[for cities and municipalities only]</i>	<input type="checkbox"/> <i>Certified Form 2B (BPLO)</i> <input type="checkbox"/> Photo Documentation of BOSS (<i>Form 2E: Photo Documentation</i>) <input type="checkbox"/> Citizen's Charter <input type="checkbox"/> Sample transactions for renewal and new businesses for 2023 <input type="checkbox"/> Ordinance on the integration of barangay clearance to the business permitting process. <input type="checkbox"/> Barangay resolution authorizing the City/Municipal Treasurer to collect fees for Barangay Clearance for Business permit and locational clearance purposes issued within 2020 to 2024 <input type="checkbox"/> Sample order of payment and official receipt reflecting barangay clearance fees <input type="checkbox"/> Memorandum of Agreement or any document that proves the establishment of BOSS (seasonal or all-year round)
5. Updated Local Economic Development (LED) data <i>[for cities and municipalities only]</i>	<input type="checkbox"/> Certified Form 2B (BPLO) for the summarized data <input type="checkbox"/> Actual Database or electronically generated report where business application forms are tracked and summarized



6. Local Investment Incentive Code *[for provinces and cities only]*

- Ordinance adopting the LIIC
- Ordinance amending/ revising particular section(s) of existing LIIC
- PPP Code/JV Code/PEZA Code (as applicable)

Other Supporting Documents (to be supplied only if the listed documents are NOT yet available)

Data

Available Documents

Prepared by:

Certifying completeness of documentary submission:

DILG Field Officer
(Name and Signature)

DILG Cluster Head/LGPMS-SGLG RFP
(Name and Signature)

Date signed:

Date signed:



Seal of Good Local Governance – DOCUMENTARY CHECKLIST

Form 2.7 Safety, Peace and Order

City/Municipality of :
Province :

Income Class :
Region :

INSTRUCTIONS: PLEASE READ BEFORE PROCEEDING TO THE ITEMS. Assigned DILG Field Officer: (1) This is the list of documents which shall serve as basis in the provision of data for the RAT's table assessment. (2) Tick the box before each document to indicate availability. (3) For each available document other than the Certified Forms and photos, highlight the portion, word or phrase that supports the data being required.

Data	Available Documents
1. Provision of logistical support to the PNP	<input type="checkbox"/> <i>Certified Form 2I (Local PNP)</i>
2. Organized and trained BPATs, barangay tanods, and/or any similar unit <i>[for cities and municipalities only]</i>	<input type="checkbox"/> <i>Certified Form 2I (Local PNP)</i> <input type="checkbox"/> List of barangays with organized BPATs, barangay tanods, and/or other similar units <input type="checkbox"/> List of barangays with trained BPATs, barangay tanods, and/or other similar units
3. Firecracker and pyrotechnic devices regulation <i>[for cities and municipalities only]</i>	<input type="checkbox"/> Ordinance or similar issuance stating total ban of firecrackers and pyrotechnic devices OR designating specific zones for manufacturing, display and exhibition of firecrackers

<i>Other Supporting Documents (to be supplied only if the listed documents are NOT yet available)</i>	
Data	Available Documents

Prepared by:

Certifying completeness of documentary submission:

DILG Field Officer
(Name and Signature)

DILG Cluster Head/LGPMS-SGLG RFP
(Name and Signature)



Date signed: _____

Date signed: _____

Form 2.8
Environmental Management

Seal of Good Local Governance – DOCUMENTARY CHECKLIST

Form 2.8 Environmental Management

City/Municipality of : _____
Province : _____

Income Class : _____
Region : _____

INSTRUCTIONS: PLEASE READ BEFORE PROCEEDING TO THE ITEMS. Assigned DILG Field Officer: (1) This is the list of documents which shall serve as basis in the provision of data for the RAT's table assessment. (2) Tick the box before each document to indicate availability. (3) For each available document other than the Certified Forms and photos, highlight the portion, word or phrase that supports the data being required.

Data	Available Documents
1. Convened local solid waste management board	<input type="checkbox"/> Copy of Executive Order or similar issuance creating the SWM Board <input type="checkbox"/> Minutes of the meeting in CY 2023 <input type="checkbox"/> Certification from LG-ENRO and BPLO if there is no recycling industry and manufacturing or packaging industry
2. Has not operated an open or controlled dumpsite [for cities and municipalities only]	<input type="checkbox"/> Approved Safe Closure and Rehabilitation Plan <input type="checkbox"/> EMB-RO Acknowledgement Letter for SCRP <input type="checkbox"/> Certification/Inspection Report from DENR-EMB regional office stating that LGU's dumpsite is already closed (for those with operating dumpsite per DENR-EMB CO data) <input type="checkbox"/> Certified Form 2M (Local ENRO)
3. Approved 10-Year Solid Waste Management Plan	<input type="checkbox"/> Copy of NSWMC Resolution approving the LGU's SWM Plan <input type="checkbox"/> Approved SWM Plan <input type="checkbox"/> Certified Form 2M (Local ENRO) In case the plan is still under review of NSWMC: <input type="checkbox"/> Receiving copy of LGU's letter submitting its Plan for NSWMC's review
4. Functional Materials Recovery Facility [for cities and municipalities only]	<input type="checkbox"/> Form 2E: Photo Documentation <input type="checkbox"/> Certified Form 2M (Local ENRO) <input type="checkbox"/> Sample recording system <input type="checkbox"/> If facility is in partnership with a private entity: Memorandum of Agreement <input type="checkbox"/> For clustering of MRF among barangay: Memorandum of Understanding/ Agreement



	<ul style="list-style-type: none"> <input type="checkbox"/> For Central MRF: a recording system should indicating that it can cater the recyclable and biodegradable wastes from all its component barangays/cluster of barangays <input type="checkbox"/> <i>Certified Form 2M (Local ENRO)</i>
<p>5. Access to sanitary landfill and segregated collection of wastes [for cities and municipalities only]</p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Certified Form 2M (Local ENRO)</i> <input type="checkbox"/> Photo documentation of actual temporary Residual Containment Area, SLF, WTE, and other facilities (<i>Certified Form 2E – Photo Documentation</i>) <input type="checkbox"/> Memorandum of Agreement <input type="checkbox"/> Project progress report(s) <input type="checkbox"/> Approved SWM Plan <input type="checkbox"/> Ordinance for the segregated collection <input type="checkbox"/> Schedule of collection <input type="checkbox"/> SWM Self Compliance Monitoring and Auditing Report <input type="checkbox"/> Proof of DENR's recognition that the LGU's facility/technology/initiatives lead to zero residual wastes OR completely address its residual wastes (<i>in case of other means of residual waste final disposal</i>) <input type="checkbox"/> Proof of registration/ECC with permits with DOE if the WTE facility is not included in the list
<p>6. Initiatives contributing to biodiversity conservation and enhancement focusing on inland wetlands and water bodies</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ordinance establishing wetland/s or water body as conservation area or with protection purposes <input type="checkbox"/> Ecological Profile <input type="checkbox"/> Relevant comprehensive and thematic plans and investment programs that should be approved/ adopted by the LGU (e.g., PDPFP, CLUP, CDP, FLUP, LCCAP, LDIP, AIP) <input type="checkbox"/> Sanggunian-adopted Management plan for an inland wetland or waterbody <input type="checkbox"/> Accomplishment report on the program or project conducted on biodiversity conservation and enhancement or water quality management <input type="checkbox"/> Wetland information sheet (technical assistance from DENR regional offices)
<p>7. Initiatives on Water Quality Management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Water Quality Monitoring Results <input type="checkbox"/> EO or other issuance creating the Water Quality Monitoring Unit <input type="checkbox"/> Copy of AIP <input type="checkbox"/> Copy of LDIP <input type="checkbox"/> Accomplishment Report on the program/project activity conducted on water quality management and monitoring <input type="checkbox"/> Request for DENR EMB's technical assistance on water quality monitoring





Seal of Good Local Governance – DOCUMENTARY CHECKLIST

Form 2.9 Tourism, Heritage Development, Culture and the Arts

City/Municipality of :
Province :

Income Class :
Region :

INSTRUCTIONS: PLEASE READ BEFORE PROCEEDING TO THE ITEMS. Assigned DILG Field Officer: (1) This is the list of documents which shall serve as basis in the provision of data for the RAT's table assessment. (2) Tick the box before each document to indicate availability. (3) For each available document other than the Certified Forms and photos, highlight the portion, word or phrase that supports the data being required.

Data	Available Documents
<p>1. Tourism Development</p> <p>1.1. Presence of a local tourism officer</p> <p>1.2. Tourist information and assistance center or desks</p> <p>1.3. Formulation of Local Tourism Development Plan</p> <p>1.4. Submission of Annual Supply and Demand Tourism Statistics Report</p>	<p><input type="checkbox"/> Appointment of local tourism officer with CSC attestation</p> <p><input type="checkbox"/> Executive order designating an officer for tourism development and promotion with listed functions, duties, and responsibilities</p> <p><input type="checkbox"/> <i>Form 2E: Photo Documentation (DILG Field Office)</i></p> <p><input type="checkbox"/> Ordinance or similar issuance creating the tourist information and assistance center or desk</p> <p><input type="checkbox"/> Approved Local Tourism Development Plan</p> <p><input type="checkbox"/> Copy of draft Local Tourism Development Plan</p> <p><input type="checkbox"/> Annual Supply Tourism Statistics Report for CY 2023</p> <p><input type="checkbox"/> Copy of transmittal of Annual Supply Tourism Statistics Report for CY 2023</p> <p><input type="checkbox"/> Supply Database for Accommodation Establishments (SAE1)</p> <p><input type="checkbox"/> Supply Database for Tourist Attractions (STA)</p> <p><input type="checkbox"/> Supply Database for other Tourism Enterprises (STE)</p> <p><input type="checkbox"/> Annual Demand Tourism Statistics Report for CY 2023</p> <p><input type="checkbox"/> Copy of transmittal of Annual Demand Tourism Statistics Report for CY 2023</p> <p><input type="checkbox"/> Demand Database for Accommodation Establishments (DAE3B, DAE3B.2 and DAE3)</p> <p><input type="checkbox"/> Demand Database for Tourist Attractions (DTA)</p> <p><input type="checkbox"/> Demand Database for MICE Facilities (CUS)</p> <p><input type="checkbox"/> Certification from DOT Regional Office certifying the submission of provinces, cities, and municipalities of their respective reports using the standard template</p>
<p>2. Cultural Heritage Promotion and Conservation</p>	



Seal of Good Local Governance – DOCUMENTARY CHECKLIST

Form 2.10 Youth Development

City/Municipality of :
Province :

Income Class :
Region :

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Data	Available Documents
<p>1. Functional youth development council</p> <p>1.1. Composition</p> <p>1.2. Meetings</p> <p>1.3. Training</p>	<p><input type="checkbox"/> Executive order or similar issuance creating the LYDC</p> <p><input type="checkbox"/> Copy of YORP Certificates / Organizational Profile of Registration of the Organization (LYDO)</p> <p><input type="checkbox"/> Official written notice and LYDC Approved Minutes of the Quarterly Meetings in CY 2023</p> <p><input type="checkbox"/> One agenda reflecting a discussion on the monitoring or development of LYDP</p> <p><input type="checkbox"/> Approved attendance sheet</p> <p><input type="checkbox"/> Training Certificates</p> <p><input type="checkbox"/> Post-Activity Report / Highlights of the training with photo documentation</p> <p><input type="checkbox"/> List of existing LYDC members</p>
<p>2. Established youth development office</p> <p>2.1. Plantilla LYD officer</p>	<p><input type="checkbox"/> Appointment of LYDO Officer – Head of Office with CSC attestation</p> <p><input type="checkbox"/> Executive Order or similar issuance for designation of LYDO Officer</p> <p>For cases with CSC appointments:</p> <p><input type="checkbox"/> CSC Resolution granting the LGU authority to take final action on its appointment, in case the LGU is accredited</p> <p><input type="checkbox"/> Letter for CSC Field Office transmitting copy, and requesting attestation of appointment, in case LGU is not accredited</p> <p>For designated LYDOs:</p>



Data	Available Documents
	<input type="checkbox"/> Certification from Budget Officer indicating that the LGU has met the PS limitation (<i>Form 2C – Budget Officer</i>)
2.2. Database of youth organizations	<input type="checkbox"/> Updated list of youth organizations or youth serving organizations registered and verified under YORP as of CY 2023 <input type="checkbox"/> Process Flow of Registration (or has at Revitalized YORP Guidelines on hand, if localized flow is not available) <input type="checkbox"/> List of Registration Certificates issued to Youth Organizations
2.3. At least 75% disbursement rate of appropriated CY 2023 budget for youth development	<input type="checkbox"/> <i>Certified Form 2A (Accounting Office)</i> <input type="checkbox"/> CY 2023 Approved Annual Work and Financial Plan (WFP) for LYDO signed by LCE and Budget Officer, supported by a Resolution from the LDC
2.4. Provided TA in conduct of training for SK and LYDC members	<input type="checkbox"/> Post-Activity Report / Highlights of the training with photo documentation <input type="checkbox"/> Approved attendance sheet <input type="checkbox"/> Post-activity Evaluation Result (per ARTA's Guidelines on Client Satisfaction Measurement)
3. Local youth development plan	<input type="checkbox"/> Approved LYDP with LYDC Resolution approving the LYDP <input type="checkbox"/> CDP/PDPFP
4. LGU support to youth development	
4.a. Policy on Youth Development	<input type="checkbox"/> Ordinances / Resolutions on Youth Development or adoption of local youth anti-poverty agenda
4.b. Youth Development Facilities	<input type="checkbox"/> Photo-documentation of the youth development facility/ies or designated space/s (<i>Certified Form 2E – Photo Documentation</i>) <input type="checkbox"/> Other documents demonstrating the creation, designation, maintenance and/or operation of a facility/ies devoted to youth development.
4.c. Program for Youth Development	<input type="checkbox"/> Concept Note and Post Activity Report with profile of the youth-related program or service conducted by any LGU office (aside from LYDO) in CY 2023 <input type="checkbox"/> Approved CDP/PDPFP or Annual Investment Program

<i>Other Supporting Documents (to be supplied only if the listed documents are NOT yet available)</i>	
Data	Available Documents



Prepared by:

Certifying completeness of documentary submission:

DILG Field Officer
(Name and Signature)

DILG Cluster Head/LGPMS-SGLG RFP
(Name and Signature)

Date signed:

Date signed: